

**Architectural Review Committee (ARC) Application
Amelia Lake Home Owners Association**

Lot Number# _____

Improvement to Property Request

Property Address: _____

Name: _____

Phone _____

Email: _____

Builder/Contractor's Name (if applicable): _____

Item to be approved: _____ Date Submitted: _____

Please briefly explain the Location, Design, Materials, Size, Measurements, Colors of your project:

The outside of the home/lot must follow the guidelines and appearance of the other homes and lots in the community. For this reason, we must know the details involving any of the changes being made to the property. This will include the Location, Design, Materials, Size, Measurements, Colors of your project. Failure to submit the required documents, may delay processing of your request. We ask that you please submit the Plans, Plot of the Lot, As- Built Survey, Pictures, Advertisement, Drawing, Sketch, and anything else that is applicable with this request to:

AmeliaLake.Owners251@gmail.com.

Approval for all submittals is effective for nine months following the date it was approved. Review is only for compliance with the requirements of Architectural Review Committee. The Property Owner is responsible for all State, County, and City requirements.

HOA Board Officer Comments:

- Approved Approved if Corrected Revise and Resubmit Not Approved

By: _____ Date: _____

By: _____ Date: _____

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Limited Review: The scope of review by the ARC is limited to appearance only and does not include any responsibility for structural soundness, suitability of construction or materials, compliance with building standards or zoning codes, this declaration, and any other similar or dissimilar factors. _____

Improvement to Property Request

Property Address: _____

Owner Name: _____

Covenants, Conditions and Restrictions (CCRs)

It is the responsibility of the Property Owner to make certain that the improvement(s) being made to their property is done in compliance with Covenants, Conditions and Restrictions (CCRs) as it applies to their property.

Permits

The Property Owner is responsible for all City, County and State Permits.

Call Before You Dig

The Property Owner is encouraged to contact Call Before You Dig (811) to locate the buried utility lines (gas, power, phone, television.)

Utility Easement

The Property Owner should determine if they have a utility easement on their lot. If the Lot does have a utility easement, the Owner will be responsible for removing and replacing the fence if they need access to the buried utilities.

Swimming Pool

The swimming pool pump, pipes and other equipment must not be visible outside the fenced area. The pool equipment must be screened from view. The swimming pool cannot put water on any adjacent lot or common area by way of pipe, hose, or some other method. Contact your local storm water company and ask them if you can connect the pipes from the swimming pool to the storm drain.

Drainage Easement

The Property Owner should determine if they have a drainage easement on their lot. The Property Owner will be held responsible for any drainage issues and damages to their neighbor's property if they block or restrict water flow. The Property Owner must not put any structures on or inside drainage easements, including landscaping, that will possibly restrict water flow. Fences must allow water flow through the lot as the drainage easement was intended. The Property Owner understands that they are not to hold the association responsible or liable for any misuse of this area. This includes any structure or any vegetation that the owner places on the lot in the drainage easement. The Property Owner will be held responsible for any damages caused to their neighbor's property from restricting water flow. These matters are between adjacent lot owners and do not involve the Association.

By signing this form, I acknowledge that I understand the above information and it is my responsibility to make certain that the improvements being made to my property are done in compliance with the Covenants, Conditions, and Restrictions (CCRs) for my Community Association.

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Buyer/Owner Signature: _____ Today's Date: _____

ARC Checklist

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Before Pictures – Please provide “before” pictures of the property showing what your property looks like today. Start off by standing across the street and take one picture that includes the entire front yard and the entire front of the house in one shot. Do the same in the backyard and take a picture of the back of the home and the entire backyard. Then, stand near the back patio. Take a picture of the right side of the yard, the left side of the yard and straight down the middle of the yard. Take one or more pictures of the back section of the yard if you have a drainage easement, utility easement or something else remarkable that needs to be highlighted.

After Pictures – Submit an “after” photo revealing what it will look like after it the work is completed. This may include an advertisement, quote, Computer Automated Drawing (CAD), sketch, or something else that you have showing what the project will look like when it is completed.

Design – Submit an advertisement or examples that will confirm the style, design, colors, and the measurements of the project.

Location - Submit the Plot of the Lot or the As-Built Survey. Keep one original for your permanent records because this document will confirm the property lines, the setback lines, drainage easement, utility easement, the house, driveway, and other random details of your property. Make a copy that you can write on. Mark the location of the project. Include the measurements to confirm the distance from the corners on the house and/or the corners of the property lines. For those who do not have a Plot/Survey, create a handwritten sketch (drawn to scale) showing these same details.

Plans – Submit the architectural plans (i.e., site plans, floor plans, building plans, cross section plans) to confirm the height, width, length, thickness, and other details when building any type of structure.

Landscaping – Submit the “Landscaping Plans” for this project. This will include a drawing or sketch with measurements to confirm the location for all the landscaping changes you want to make to the property. It will also include pictures and/or examples of the trees, plants, rocks, pavers, or other materials that you want to use.